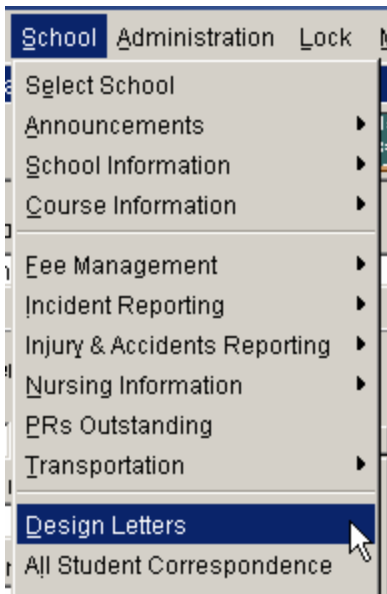


Letters



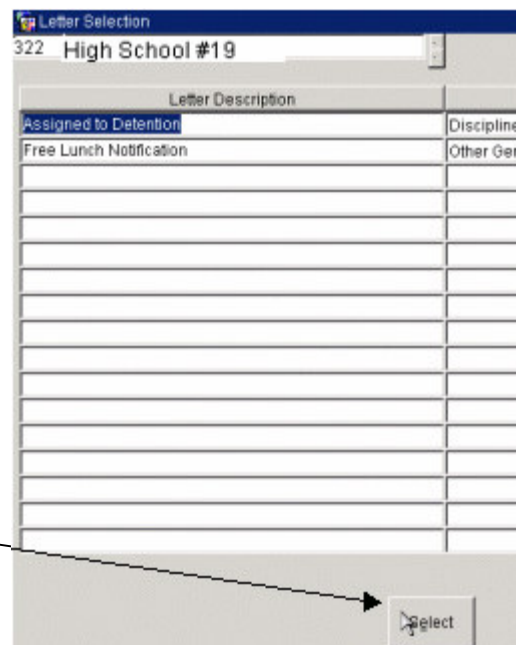
Letters – DCSTARS allows you to write and send customized form letters. DCSTARS provides a number of letter templates, or you may create your own letter.

1 - To create a new letter or view an existing letter, use the Design Letters function.

Path: Menu > School > Design Letters

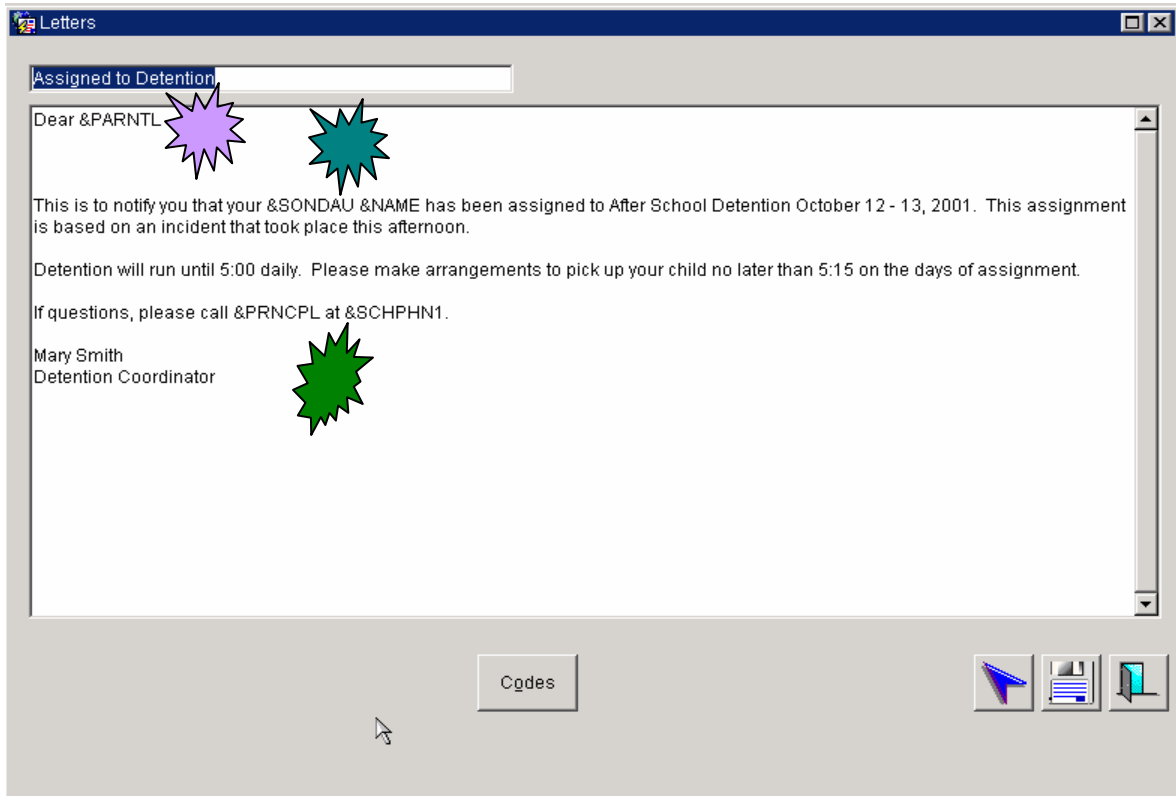
2 – The Letter Select Window appears, displaying a list of form letters that have already been set up.

To view one of these letters, highlight the letter name and click on the Select button



Letters

3 - The Letters (Entry) Window appears.



Notice the Codes in this letter that act as pointers to information in the data base. For example, the code &SONDAU will be replaced with by the word "son" or "daughter" in the letter, based on the Gender Field in the Student Demographic Record. The code &NAME will be replaced by the student's first and last name.

When printing a letter, you will use the demographic extract to select the students you want to receive the letter.

Letters

Design a new Letter

- 1 - To create a new form letter, click the **ADD** button on the Letter Selection screen. Enter the name and the category for the letter.

The screenshot shows the 'Letter Selection' window for Sunnyside High School. It features a table with columns: Letter Description, Category Code, Program, No., and Log?. The table lists various letter types like Discipline, Suspension, Field Trip, Parent Meeting, Testing, Welcome, and Attendance. At the bottom, there are buttons for 'Select', 'ADD', and 'DEL'.

Letter Description	Category Code	Program	No.	Log?
Discipline	Suspension		2	<input checked="" type="checkbox"/>
Suspension	Suspension		3	<input checked="" type="checkbox"/>
Grade 12 Trip to Boston	Field Trip		6	<input checked="" type="checkbox"/>
Gifted Program Overvw	Parent Meeting		1	<input checked="" type="checkbox"/>
Parent Conference	Parent Meeting		7	<input checked="" type="checkbox"/>
Testing	Parent Meeting		8	<input type="checkbox"/>
Welcome	Parent Meeting		10	<input type="checkbox"/>
Absence - 3 Days	Attendance		4	<input checked="" type="checkbox"/>
Absence - 5 Days	Attendance		5	<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

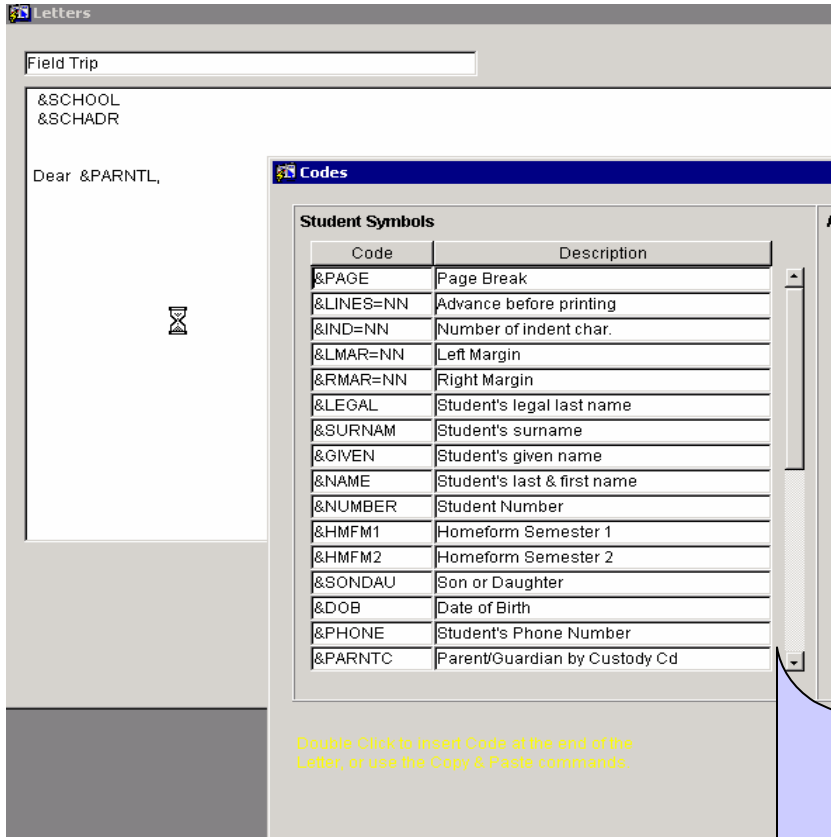
Assign the letter a unique number, and check if the letter should show in the student's correspondence log.

Hint: When teachers are creating letters, the category code should always be set to **Teacher**.

Once the letter has been added to the list, highlight and click on select to prepare the body of the letter.

The screenshot shows the 'Letters' window with 'Field Trip' selected in the top bar. The main area is a large text box for writing the letter body. At the bottom, there is a 'Codes' button and some navigation icons.

Letters



Use the codes to point to information in the data base. This letter will print the school name, school address, and insert the parent's names for the students included in the demo extract.

Hint – If inserting codes as you go so that they are at the end of the text, you can double click on the code and then click OK. If you are inserting codes into a line of text, use the copy and paste options.

Hint - Remember to make your letters generic enough that they can be reused.

Letters

Sample letter

Field Trip

&SCHOOL
&SCHADR

Dear &PARNTL,

All the 9th grade students will be attending the local disaster relief fundraiser on January 15 with their homeroom teachers. Your &SONDAU, &GIVEN is expected to attend with &HMF2.

Please sign this letter and return to school by January 10. If you have questions or concerns, please contact &HMF2 at &SCHPHN1.

Sincerely,

|&PRNCPL

This form should produce a letter for each student in our demographic extract. It should print the school name and address. Parents name, the word son or daughter, and the student's given name along with their Second Semester Homeroom.

The second paragraph should contain the Second Semester Homeroom and the School Phone number.

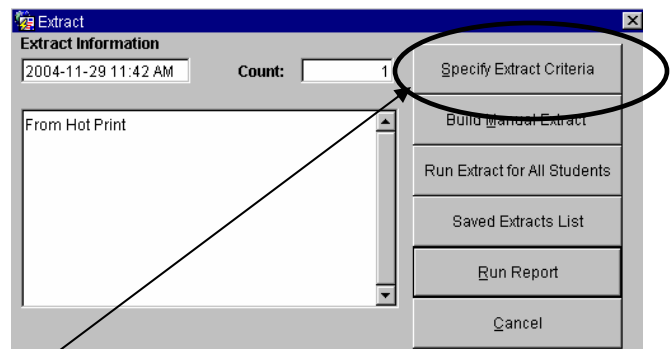
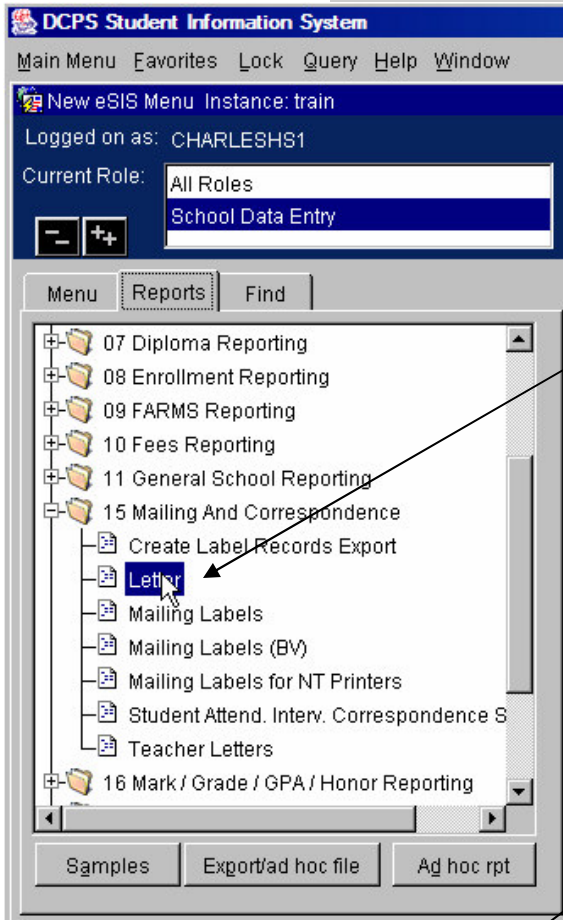
This letter is signed with the principal's name.

**Hint – Once your letter is complete – Save the body.
You can easily select this letter and make changes to
the body for use for another similar situation.**

Letters

Printing Letters

Access the form letters through the Reports Menu. Look in the Report Group for Mailing and Correspondence for Letters. Double Click letter and below screen will be launched.



Click on Specify Extract Criteria and the Demographic Extract screen will be launched.

The extract should include the students you want to receive letters. As with other reports, after running the extract, click on Go Back then exit the extract.

STAR Guide

Letters

The screenshot shows a window titled "Letter" with a blue header bar. Below the header, it displays "School: High School 1" and "School Year: 2003/2004". Below that, it shows "Extract: 2004-11-30 12:46 PM". The main area is a form titled "Report Title" with a text box containing "Letter". Below this, there is a "Sort:" dropdown menu with "Alpha" selected. Below that, there is a "Letter:" dropdown menu with "Suspension Letter" selected. At the bottom of the form, there is a "Print in background?" checkbox with "No" selected. To the right of the checkbox are two icons: a printer and a computer monitor.

At the letter parameter form, select the sort method and the letter you wish to print from the drop down list.

Main Street High School
1224 Main Street
Washington, DC 20002

Dear Mr. & Ms. Allen,

All the 9th grade students will be attending the local disaster relief fundraiser on January 15 with their homeroom teachers. Your son, Eric Michael is expected to attend with Adams Holly

Please sign this letter and return to school by January 10. If you have questions or concerns, please contact Adams Holly at (919)554-8611.

Sincerely,

Adams Holly and Andre' Smith

The codes have been replaced with the appropriate information from the database and a letter has been printed.

Your letter is saved in the letter list and is ready to be tweaked if needed and used with another demographic extract.